MINUTES OF ADJOURNED MEETING OF BOARD OF TRUSTEES

SANTA BARBARA JUNIOR COLLEGE DISTRICT

August 7, 1968 - 4:00 p.m. - Board Room

1. GENERAL FUNCTIONS

1.1 Call to Order

An adjourned meeting of the Board of Trustees of the Santa Barbara Junior College District was called to order by President Wells on Wednesday, August 7, 1968 at 4:00 p.m. in the Board Room at Santa Barbara City College, Santa Barbara, California.

1.2 Roll Call

Members present:

Mrs. Kathryn O. Alexander
Mr. Sidney R. Frank
Mr. James R. Garvin
Mrs. Ann Gutshall
Mrs. Dorothy N. Meigs
Mr. Benjamin P. J. Wells

Member absent:

Mr. Fillippini

Others present for all or a portion of the meeting:

Mr. Lorenzo Dall'Armi, Acting Superintendent-President and Secretary-Clerk to the Board of Trustees
Mr. M. L. (Pat) Huglin, Administrative Dean, Instruction
Mr. Donald K. Sorsabal, Administrative Dean, Business Services
Mr. Selmer O. Wake, Director-Administrative Dean, Adult Education
Dr. Martin M. Bobgan, Assistant Dean, Adult Education
Mr. Lisle C. Bresslin, Assistant Dean, Admissions and Records
Mr. James E. Foxx, Assistant Dean, Technical-Vocational
Mrs. Margaret F. McGilin, Assistant Dean, Health Occupations
Mr. Charles F. Rheinschmidt, Assistant Dean, Student Activities
Mr. William E. Miller, Vice-President, Academic Senate
Mr. Paul E. Ash, Coordinator, Adult Education
Mrs. Alma Ritchie, Coordinator, Adult Education
Mrs. Louise H. Thornton, Secretary to Acting Superintendent-President
Mr. Douglas Gebber, student, tape recorder operator
Mrs. Katherine McCloskey, Santa Barbara News-Press staff writer

Mr. Wells declared that a quorum was present and ordered that the Board proceed with the regular order of business.
1.3 Welcome to Guests

Mr. Wells welcomed guests and staff members present and invited comments from the audience during the course of the meeting.

1.4 Minutes

It was moved by Mr. Garvin, seconded by Mrs. Gutshall, and carried unanimously to approve the minutes for the regular and annual organizational meeting of July 11, 1968.

It was moved by Mrs. Meigs, seconded by Mrs. Alexander, and unanimously carried to approve the minutes for the special meeting of July 30, 1968.

1.5 Hearing of Citizens and Petitions

None.

1.6 Communications

Two communications (see items "a" and "b" below) were brought to the attention of the Board by Mr. Dall'Armi. Also, included with Board materials sent out to the trustees prior to the meeting was a written communication from Mr. William E. Miller, Vice-President of the Academic Senate.

a. Notice of Meeting of Council of Community College Boards

Mr. Dall'Armi reported that the new Council of Community College Boards (formed by the Board of Directors of the National School Boards Association) will meet in Chicago on September 13-15, 1968. Trustees interested in attending may obtain further information from the Acting Superintendent-President's office.

b. Announcement Regarding Workshops for School District Governing Board Members

Mr. Dall'Armi announced that the California State Department of Education and the California School Boards Association will hold
workshops for school district governing board members this fall. Closest to Santa Barbara will be the November 9, 1968 workshop at California State Polytechnic College in San Luis Obispo. Further details are available from the Acting Superintendent-President's office.

2. **PERSONNEL**

2.1 **Executive Session**

After Mr. Wells announced that the Board would go into executive session to discuss personnel matters and would later reconvene in regular session in the Board Room, the trustees adjourned at 4:07 p.m. to meet in executive session in the Acting Superintendent-President's office. The Board reconvened in regular session at 4:32 p.m. in the Board Room.

2.2 **Certificated Personnel Assignments**

It was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously to approve personnel assignments for certificated staff as recommended in attachment 2.2.

2.3 **Classified Personnel Assignments**

It was moved by Mr. Garvin, seconded by Mr. Frank, and carried unanimously to approve personnel assignments for classified staff as recommended in attachment 2.3.

3. **CURRICULUM AND INSTRUCTION**

3.1 **Approval of Classes for 1968-69 Adult Education Division Program**

Mr. Wake thanked his administrative staff for their work in setting up the 1968-69 courses during his sabbatical. He reviewed the program (see attachment 3.1) with its appeal to a wide range of interests, reported that 80 new teachers are being employed, and noted that the
course, "The Rights of the Individual vs. the Rights of the State" has been cancelled. Following Mr. Frank's comment that this appeared to be the usual comprehensive program, Mr. Wake replied to Mrs. Meigs' inquiry about the Carpinteria program. He stated that new courses have been added to both the Carpinteria and the Goleta Valley areas' programs.

It was moved by Mrs. Alexander, seconded by Mr. Frank, and carried unanimously to approve the classes for the 1968-69 Adult Division Program, as outlined in attachment 3.1, with the exception of the cancelled course, "The Rights of the Individual vs. the Rights of the State."

4. PLANTS AND PROPERTY

4.1 Adoption of Resolution No. 19 to Supersede Resolution No. 16 Previously Adopted by Board

On May 23, 1968, the Board adopted Resolution No. 16, the purpose of which was to announce intent to convey a small piece of property to the Division of Highways. Since that time, the Division of Highways has discovered an error in the price offered for purchase of the property; the sum quoted originally is $4,214 over the appraised value of the land. To rectify the error, Mr. Dall'Armi explained, it is necessary to adopt a new resolution.

It was moved by Mr. Garvin and seconded by Mr. Frank to adopt Resolution No. 19 (superseding Resolution No. 16 adopted on May 23, 1968) which contains the corrected price of $6,439 offered by the Division of Highways for purchase of a small piece of property owned by the Santa Barbara Junior College District (see attachment 4.1).

Mr. Dall'Armi remarked that it was unfortunate that the District must go through these procedures a second time; however, if this were
not done, condemnation proceedings would doubtless be initiated by the Division of Highways. He said that ground should be broken on the project about the middle of October this year.

Roll call vote was taken as follows:

Ayes:       Mrs. Alexander
            Mr. Frank
            Mr. Garvin
            Mrs. Gutshall
            Mrs. Meigs
            Mr. Wells

Nays:       None

Not voting: None

Absent:     Mr. Fillippini

4.2 Awarding of Contract for Conversion of Third Floor of the Physical Science Building into a Classroom

Of the three written estimates obtained, the low bid was submitted by Kenneth Urton in the amount of $4,660 ($1,800 for labor and $2,860 for materials), Mr. Dall'Armi announced.

It was moved by Mrs. Alexander and seconded by Mrs. Meigs to award to Kenneth Urton the contract for conversion of the third floor of the Physical Science Building into a classroom, at a cost of $4,660; and to instruct Mr. Urton to start work immediately.

Answering Mr. Frank, Mr. Dall'Armi said that the room, suitable for a 40-chair classroom, was almost as large as a portable building, and that the contract will be signed on August 9, 1968.

Mrs. Alexander's motion was then voted on and carried unanimously.

To Mrs. McCloskey's and Mr. Wells' query regarding the necessity for a bid bond, Mr. Dall'Armi said none was required.

5. BUSINESS AND FINANCE

5.1 Purchase Order Report

It was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried
unanimously, to authorize and/or ratify the purchase of supplies, equipment, and services on purchase orders 13018 through 13026 and 15212 through 15564; and R numbers 5000 through 5007. (Please see attachments 5.1-a and 5.1-b.)

5.2 Payment of Claims

It was moved by Mr. Garvin, seconded by Mr. Frank, and unanimously carried to authorize and/or ratify the payment of claims as recommended in attachment 5.2-a and the addenda.

5.3 Adoption of 1968-69 Final Budgets

In the absence of Mr. Fillippini, chairman of the Board's Budget Study Subcommittee, Mrs. Meigs presented the 1968-69 Final Budgets (see attachments 5.3-a through 5.3-h) and moved their adoption. She pointed out that the tax rate remains the same as for last year, despite the loss of certain sources of income.

Mrs. Meigs' motion was seconded by Mrs. Gutshall.

Mr. Frank complimented the subcommittee for its accomplishment in maintaining the same tax rate, especially in light of what governmental agencies are doing. It should be emphasized to the public that the District is doing this and still retaining the same high standards of operation, he concluded.

Mrs. McCloskey inquired why the Santa Barbara Junior College District has a smaller percentage increase in assessed valuation than the Santa Barbara High School District. Mr. Dall'Armi explained that this is due to the great drop in the Carpinteria District assessment as a result of the oil situation there. The Santa Barbara Junior College District's biggest disappointment, he continued, was failure of the Legislature to get additional State support for the junior colleges. The Governor and Legislature have pledged that every effort would be
made to raise the per cent of State aid to 45; the District will receive only 22.8 per cent. However, the District has increased its revenue from other sources, thus offsetting some of the losses. Mr. Dall'Armi agreed with Mr. Frank that it is remarkable, under the circumstances, to offer continuing programs, add new ones, and still be able to make the necessary adjustments in salaries.

Mrs. Meigs' motion was then voted on and carried unanimously.

5.4 Authorization to Sign Agreement with Educational Testing Service Which Will Permit the College to Print Answer Cards for SCAT Tests

Ratification of this agreement will permit the College to have printed 8,000 answer cards for School and College Ability Tests. Mrs. Alexander asked why the cards were needed. Mr. Dall'Armi said that use of the cards would permit grading by machine instead of by hand and, also, that the District is using color codings for the purposes of its records.

It was moved by Mrs. Alexander, seconded by Mr. Garvin, and carried unanimously to authorize ratification of an agreement with Educational Testing Service which will permit Santa Barbara City College to print 8,000 answer cards for School and College Ability Tests.

5.5 Authorization for Administrative Dean, Business Services, to Sign Orders on District Business

It was moved by Mrs. Meigs, seconded by Mrs. Alexander, and unanimously carried to authorize Mr. Donald K. Sorsabal to sign orders in transacting the following SBJCD business functions; warrants and orders on District funds, requisitions and work orders, contract documents and other routine business documents, interdistrict attendance agreements, surplus property orders and government documents, requests for special permits, and legal documents; his signature to become official as of August 16, 1968.
5.6 Appointment of Administrative Dean, Business Services, to the Office of Assistant Secretary-Clerk to the Board of Trustees

It was moved by Mr. Garvin, seconded by Mrs. Meigs, and carried unanimously, to appoint Mr. Donald K. Sorsabal to fill the office of Assistant Secretary-Clerk to the Board of Trustees, effective August 16, 1968.

5.7 Adoption of Teacher Salary Rate for Long-Term Substitutes

Inadvertently, no proposal was made for a salary rate for long-term substitute teachers. The Administrative Dean, Instruction, recommends a weekly rate of 1.28 times their placement on the hourly salary schedule per TLU, effective during the 1968-69 college year only. Mrs. Alexander asked why it was limited to 1968-69. Mr. Dall' Armi explained that, as in the past, the District may wish to set the rate again next year, and that it would be established somewhere between the hourly and summer rates. He added that few long-term teaching substitutes are needed.

It was moved by Mr. Frank, seconded by Mrs. Gutshall, and carried unanimously, that Santa Barbara City College long-term substitute teachers (20 days or more) be paid at a weekly rate of 1.28 times their placement on the hourly salary schedule per teacher load unit, said rate to be effective for the 1968-69 college year only.

5.8 Ratification of Agreement with IBM for Lease of Computer and Peripheral Equipment

With the conversion of R-1 into a Computer Center nearing completion, delivery of equipment to be housed in that building is pending. Rental of the computer and data processing equipment amounts to $5,585 monthly; however, the educational allowance, ranging as high as 60 per cent, brings the net rental charge to the District down to about $3,000 monthly. It has been determined that rental is more feasible and economical than purchase.
It was moved by Mr. Garvin, seconded by Mrs. Alexander, and carried unanimously to authorize the administration to sign an agreement with IBM for rental of the 1401 computer and data processing equipment for use in the new Computer Center.

Mrs. Meigs expressed a desire to visit the Center; Mr. Dall'Armi said that such a visit will be planned to precede a Board meeting in the near future.

5.9 Progress Report on a Fee Schedule Study Conducted by an Adult Education Advisory Council Subcommittee

A subcommittee of the Adult Education Advisory Council has recently completed a study on fees charged for adult education classes. Mr. Dall'Armi said that this item was presented as a matter of information only at this time. The results of the study will be reported to the Board by the Director-Administrative Dean, Adult Education, at a future Board meeting. The Acting Superintendent-President will make a recommendation regarding a change in the fee schedule prior to the start of the adult education winter term.

5.10 Authorization to Employ a Consulting Firm to Update the Ten Year Plan

An updated copy of the Ten Year Plan and the Project Planning Guides for work contemplated in the 1969-70 college year are due in Sacramento on September 1, 1968. There are other deadlines to be met, as well. The work on updating these materials would ordinarily be done by the Administrative Assistant, Research and Development. Because this position is presently unfilled, Mr. Dall'Armi suggested that a consulting firm be employed to do the work on an hourly basis; a firm qualified to render this type of service has been located: Robert C. Poolman and Associates, Facilities Consultants. Mr. Dall'Armi said that the State Department of Education was asked to provide a consultant but they replied they could not help to any extent because of the press of work in Sacramento.
To Mr. Frank's query about the cost, Mr. Dall'Armi quoted Mr. Mouck's estimate that it would take two weeks of one man's work at a cost of approximately $1,000 to $1,600. Mrs. Meigs commented she believed it would be a good time to try out such a firm; Mr. Frank remarked that the price seemed reasonable. To Mrs. McCloskey's question, "Where is this firm located?" Mr. Dall'Armi replied, "South Pasadena."

It was moved by Mrs. Meigs, seconded by Mr. Frank, and carried unanimously to retain Robert C. Poolman and Associates, Facilities Consultants, South Pasadena, California, to update the Ten Year Plan and Project Planning Guides; and to authorize the Acting Superintendent-President to negotiate and sign a contract in behalf of the District.

6. **STUDENT PERSONNEL**

   No report.

7. **GENERAL INFORMATION**

   7.1 **Letter to Board from Vice-President of Academic Senate**

   Mrs. McCloskey asked Mr. Wells if he would report the action taken by the Board in the executive session held earlier in this meeting. Mr. Wells replied that no report would be given at this meeting.

   Mrs. McCloskey then stated that she had taken from Mr. Miller, Vice-President of the Academic Senate, a copy of a letter written by him as Senate Vice-President to the members of the Board of Trustees, since the contents of the letter are public information and were not reported during the period of reading of communications.
8. **ADJOURNMENT**

At 5:07 p.m., it was moved by Mr. Garvin, seconded by Mrs. Alexander, and unanimously carried to adjourn and not to meet on the next regular meeting date of August 8, 1968 but, instead, to meet next on the regular meeting date of August 22, 1968.

Attest:  
Mr. Benjamin P. J. Wells          Mr. Lorenzo Dall'Armi
President, Board of Trustees       Acting Superintendent-President and
Santa Barbara Junior College District Secretary-Clerk to the Board of Trustees
Santa Barbara Junior College District

Approved by the Board of Trustees on __________ August 22______, 1968